

**Safety Action Team  
Meeting Notes  
March 19, 2004**

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**Attendance** Tina Abbate Marolf, John Abraham, Ghassan Abu-Lebdeh, Sidney Adams, Haluk Aktan, Michael Boersma, J. Thomas Bruff, Anna Christensen, Tim Colling, Jim Culp, Paul Hamilton, Lawrence Hummel, Denise Jackson, Bill Kennedy, Bob Masselink, Chuck Mills, Dave Morena, F/Lt. Thad Peterson, Calvin Roberts, Steve Schreier, Marsha Small, Russell Tappan, Jr. and Larry Tibbits

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**Meeting Overview**  
*(25 words or less)* Chuck Mills reviewed the agenda and the information that was emailed to all participants for the Action Team. Team discussed prior information, GTSAC reaction to team proposal, create action plan. Future meeting dates set.

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**Meeting Notes**

1. General discussion was had regarding the information placed on the website.
2. Discussion of the GTSAC's reaction to this teams proposal. The GTSAC was receptive to our direction; therefore we should proceed to final action plans for possible submission through the GTSAC.
3. It was recommended that since the GTSAC's makeup is relatively new that we should perform as though we were a subcommittee and stay in line with the existing structure there.
4. Ideas were reviewed regarding creating a statewide speakers bureau made up of our vastly knowledgeable team members.
5. The team discussed the continued use of the action plan matrix setup by Mr. Bruff as the basis for focusing the action items and our plans.
6. General discussion was held in regard to available resources.
7. Set agenda items for the next meeting date and set out the resources that need to be reviewed prior to attending the next meeting.

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**Additional Resources**

1. Traffic Safety Summit – April 27 and 28, 2004 – Lansing, MI
2. GTSAC
3. Existing websites: MDOT, SEMCOG, OSHP, CRAM, MML, MTU, MSU, U of M, NACE, LTAP, FHWA, etc.

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**Action Items**

1. Work on mass distribution with coordinated effort from agencies.
2. Use GTSAC list serve as our main communication connection.
3. Write proposed agreed upon action plan for next meeting.

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**Proposed  
Agenda Topics  
For Next  
Meeting**

1. Review of prior information from last meeting.
  2. Continuation of completing the action plan matrix.
  3. Continuation of development of the action agenda.
  4. Review of summarized action plans and countermeasures.
  5. Draft agenda for next meeting.
  6. Post critique of the meeting.
  7. Set next meeting date and time.
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**Next Meeting  
Dates**

1. Friday, April 30, 2004  
9:00 am - 12:00 pm  
Aeronautics Commission Room, 2700 Airport Services Drive, Lansing